

St. Joseph Home and School Association Bylaws

October 2015

Article I Name

The name of this organization shall be St. Joseph Home and School Association (“HSA”), an affiliated organization of St. Joseph Congregation.

Article II Objectives

- A. Coordinate communication between St. Joseph families and the school
- B. Achieve financial/fundraising goals to help support the short- and long-term viability of St. Joseph School. This includes providing direct financial support to the parish/school for the purchase of items that meet identified needs for individual classrooms, the physical environment of the school as a whole, capital purchases that fall outside the school budget or other identified improvements or enhancements. HSA has committed to an annually budgeted amount as established by the School Advisory Committee (SAC). All fundraising is determined by the budgeted needs for each school year and can be added, changed, or eliminated as agreed upon by the members present at any given meeting and with approval of the Pastor as per Parish fundraising guidelines.
- C. Play a key role in the recruitment and retention of students. Identify and sponsor social and enrichment opportunities for students, parents and staff.
- D. Sponsor events and activities that nurture the spiritual and educational initiatives of the home, school and parish community of St. Joseph School. All community events are determined by the Executive Board and through input of members present at monthly meetings of the HSA for each school year.
- E. To promote community among St. Joseph School parents and provide opportunities for parental involvement.

Article III **Purpose**

- A. The purpose for which the organization is organized is exclusively charitable and educational within the meaning of section 501(c)(3) of the Internal Revenue Code.
- B. Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Article IV **Membership/Parent Involvement**

All parents of St. Joseph School students as well as staff of St. Joseph School are members of the St. Joseph HSA.

Article V **Elected Officers**

- A. The elected officers of HSA shall be the President, President-Elect/Vice President, Secretary, and Treasurer. These elected officers, shall comprise the "Executive Board".
- B. Officers shall serve a term of two years beginning on July 1 of each year.
- C. After term is ended President-Elect becomes President and begins a new two-year term.
- D. Officers are nominated at the January meeting and elected at the February meeting by majority vote of those present.
- E. Any officer can be re-nominated and consecutive terms are permitted as long as they are voted on by majority vote of those present.
- F. In the event of a vacancy of an officer during the school year, a new officer shall be nominated and voted in as soon as possible after the resignation.

Article VI **Executive Board**

- A. The Executive Board shall be comprised of the elected officers of HSA.
- B. The Executive Board can meet as needed during the school year and Executive Board meetings can be called by the President and/or Principal.

Article VII Duties of Officers

- A. The President assumes the following duties for a two-year term following a two-year term as President Elect/Vice President: set the agenda and preside over all Board meetings of the HSA; establish the Home and School calendar; provide oversight responsibility for all of the events and activities of the HSA; and ensure that the Association fulfills its mission, objectives and financial goals/commitments. The President is responsible for periodic review and update of the Bylaws.
- B. The President-Elect/Vice President assists the President and prepares to assume the position of President upon the completion of the President's term. The President-Elect will automatically become the President in the case of resignation. The President Elect provides leadership and oversight for identified events and fundraisers. The President Elect provides leadership in recruiting new officers and active members to the HAS.
- C. The Secretary keeps an accurate record of the minutes of the meetings and forwards to all active members (those present at meetings and anyone interested in receiving the minutes). The Secretary also helps to create sign-ups and information sheets for events and recruiting for events or fundraisers. The Secretary is responsible for providing Home and School Updates in the bimonthly Knightly News.

The Minutes should contain a record of what is done at each meeting. This includes:

- Date and time of the meeting
 - Who is present and if it is a regular meeting or Executive Board meeting
 - All topics discussed and any decisions or responsibilities decided on at the meeting.
- D. The Treasurer is responsible for receiving all funds of the St. Joseph HSA and to keep an accurate account of receipts and expenditures. The Treasurer will make a monthly financial statement available to all members including the Executive Board, as well as the Parish Office and Principal.

Article VIII Meetings

- A. One general meeting a month of the HSA shall be scheduled by the President with adequate notice. All general meetings are open to parents and guardians of children attending St. Joseph Catholic School and the faculty and administration of this school.
- B. The Executive Board can meet as needed throughout the school year. All board meetings are closed in the interest of time and efficiency. Exceptions may be granted by the board to invited guests representing official board business.
- C. General meetings shall be held monthly each school year, generally the first Wednesday of every month at 6:30. Additional meetings may be scheduled by the President as needed.
- D. Change of date of any general meeting or scheduling of any special meetings shall be preceded by timely notification through school email or other routine school communication (such as the Knightly News).

Article VIII **Procedures**

- A. The order of business at general meetings shall be as follows to assure a prompt and productive meeting.
 - Opening Prayer
 - Review of Previous Meeting's Minutes
 - Treasurer's Financial Report
 - Old Business
 - Principal's Report
 - New Business
 - Adjournment

Article X **Finances**

- A. A tentative budget shall be drafted in the spring for the upcoming school year and approved by a unanimous vote of the Executive Board. A fundraising goal to be donated to the parish (currently \$30K) is included in the budget. The budget will be submitted to the Finance Council by March 1st for their review and comment.
- B. All Parish Financial Guidelines will be followed.
 - a) The Treasurer shall keep accurate records of any disbursements, income, and bank account information.

b) The Executive Board shall approve all budgeted expenses of the organization. Two authorized signatures shall be required on each check request. Authorized signers shall be the Treasurer (or Asst. Treasurer) and an unrelated member.

c) All cash deposits must be counted by 3 individuals at the time of receipt and placed in a sealed cash bag. All deposits require three authorized signatures, including the Treasurer and two unrelated members.

- F. Any singular expense above \$1000 must be approved by the Parish Finance Committee.
- G. The Treasurer shall prepare a financial statement/budget at the end of the fiscal year for any financial review.
- H. The fiscal year shall run from July 1 to June 30 of the following year.
- J. At fiscal year end, the financial statement will be reviewed by the Executive Board to determine if the parish donation goal has been met as well as any outstanding budget items not yet accomplished. (Funds from the spring Brew & Chew event and SCRIP rebates are used toward the next year's parish donation goal.) The remaining balance in the HSA account to be carried over to the next fiscal year will not exceed \$15,000 plus any unpaid expenses from the current year's budget items. Any funds in excess of this amount will be donated to the Parish general unrestricted fund or the School Annual Fund, as designated by the Executive Board.

Article XI **Social Media**

- A. Social Media event pages will be maintained by a member of the HSA Board, typically the President or President-Elect.
- B. Archdiocese of Milwaukee guidelines will apply
<http://www.archmil.org/offices/safeguarding/Social-Networking-Policy.htm>.

Article XII **Amendment of By-Laws**

The by-laws may be amended by the majority vote of the Executive Board.